


# **NATIONAL EDUCATIONAL SECRETARY**



MAY, 1953

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# NATIONAL EDUCATIONAL SECRETARY

*The National Association of School Secretaries*

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

Published Oct., Feb. and May for Secretaries, Clerks, Administrative Assistants in public, private schools and colleges

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*Mrs. Melba Demaree*

Franklin City Schools, Franklin, Indiana

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## the PRESIDENT'S MESSAGE

On this beautiful April day my thoughts go back to the regional meeting held in Atlantic City this past February and the fun we had together. I wish to extend our sincere thanks to Mildred Byerly, general chairman, and to the several committees who cooperated in planning and carrying through the inspirational programs and the social events. Excerpts from the proceedings will be found elsewhere in this issue.

On February 23 I had the privilege of meeting with a group of educational secretaries from New York State at Newburgh, N. Y., and seeing the New York State Association of Educational Secretaries become a reality. Their first president is Isabel Paddock of Warwick, and under her guidance I know this small group will grow into a strong professional organization. Our congratulations to the charter members who gave up a holiday to journey to Newburgh!

I have had many favorable comments from members concerning the attractive cover on our magazine. Our thanks to Mary Carroll, Marie Beatty, and Patricia Kale for the "face lifting."

You have each received a copy of the suggested revisions to be made in our Constitution and By-Laws along with your convention announcement. I would like you to read the suggested revisions carefully and send any further suggestions that you may have to Mrs. Fannie Billings, 2711 Fairmount, Dallas, Texas.

The Filing Manual Committee has been giving much time and effort to the final preparations for printing; they are doing a grand job of meeting all deadlines set with the NEA Research Department. Our hats off to Martha Luck and the committee!

Also, on this beautiful April day, I am looking forward to the last week in July when it will be my pleasure to see a great number of you at the annual convention and institute at the University of Denver or at Boston. I hope you have returned your room reservation form, if you are planning to attend. —I don't want you to miss the wonderful programs that are waiting for you.

Your officers join me in wishing you a pleasant and restful vacation.

Emma G. Castner.



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## THE EDITORS' PAGE

The child believes the world to be either happy, cheerful, warm and friendly or cruel, drab, cold, and unfriendly. Age teaches the world remains constant and individuals change,—the kind of world one lives in depends upon the picture in the mind of the individual. Have you noticed that a smile is rewarded with a smile? A friendly "Good-morning" is returned with a warm greeting?

Nancy is feeling especially happy because on her walk among you this spring, you have expressed approval of her new spring suit. You liked it so well that she has decided to keep the style and change colors with the seasons. Too, she would like you to know some of the comments about her:

"Congratulations on a beautiful new streamlined EDUCATIONAL SECRETARY. I can hardly wait for five o'clock so I can get home and read every word."

"The cover is very attractive and it is a fine issue."

"I'm proud of the new model . . . the editorial was very appropriate . . . Rachel Maynard has a good article . . . Pass along our thanks to Patricia Kale for the excellent job she did on the cover design . . ."

"The high light of the February issue is the article 'Why Is a School Secretary' by Florence I. Otis. I enjoyed it very much. She must be a veteran school secretary to describe exactly the daily 'ins' and 'outs' of the job . . ."

"I must not let another day slip by without telling you how much I like our magazine . . . The layout is good, the material is good, and especially I like the new cover design . . . With the new name we should avoid much confusion with other groups of secretaries . . ."

We wish there were room to quote from all the letters received. If there

were those who disliked the new name or the new cover—Nancy's new suit and her jewelry,—the veto was not registered with us.

Most gratifying has been your response to our suggestion for items you would like published. We believe a portion of each issue should be made up of writings of the educational secretary. Subject matter, space, and prior commitments cause us to reserve the right to accept or reject manuscripts, but writing is a worthwhile hobby and each of us likes to see our work in print. So voluminous has been the material for this issue that only a portion could be used or Nancy's streamlined figure of February would show curves and the cost (that dreadful word) would soar.

We appreciate your letters suggesting topics of interest and possible authors. Through these channels have come some of our most interesting and challenging articles of the year. You have all been so friendly and helpful that we are sure the world is a kind and happy place.

Special honors go to the many contributors to *File It Right*. We are happy to carry the names here as space will not permit printing them in the manual. Each secretary who helped in this project may justly feel pride in her part in the finished book,—a book which promises through the preface to be a "must" in every school office.

Nancy hopes the summer vacations will mean seeing you at an institute. But whether vacation means a change of work or a trip with new experiences and new friends, may it bring to each of you rest and relaxation, and may you return to your desk with renewed enthusiasm for the privilege of having a part in America's great educational plan.

Mary and Marie

## ABOUT OUR AUTHORS

In **Dr. J. LLOYD TRUMP** of the College of Education, University of Illinois, the educational secretaries have a friend and a fellow worker. For a number of years he has greeted the Illinois secretaries as they met at the campus for the spring state meeting; he acts as university representative in planning and in executing the convention program.

The undergraduate degree Dr. Trump earned at DePauw University and both the master's and doctorate at the University of Chicago. He had experience as teacher and as administrator in schools of Illinois and Indiana before going to the University of Illinois in 1947 as professor of education and head of teacher placement.

After reading what he has to say about the educational secretary, you may want to know some of his books: *The Management of Extracurriculum Activities*, *The Junior College*, *How Schools and Communities Work Together*, *Education in American Life*, or *Education for Freedom*. Professional magazines have carried numerous articles written by him.

If you feel your administrator is not giving you a chance to use your talents and abilities, you might mark Dr. Trump's very fine article "Mr. Administrator, You *Have* a Secretary" and put a copy of the magazine with the morning mail.

In answer to the plea from secretaries over the nation for information on the merit system for non-certificated school personnel, your editors have asked **Mr. ROBERT FISHER**, Personnel Director of the Personnel Commission of the Los Angeles City Schools to write of the

California plan which has worked successfully at Los Angeles.

The bachelor's and master's degree earned at Occidental College, Mr. Fisher went to the University of Southern California for graduate work for various administrative credentials. His experience in teaching and in personnel work qualifies him unquestionably for the position he now holds in the Los Angeles City School as he has been Supervisor Personnel Division, Employment Coordinator and Personnel Technician with the County Civil Service Commission, and later Senior Administrative Analyst with the Federal Civil Service Commission. During World War II he was on duty with the marine corps in personnel research at Headquarters USMC and Division Classification.

To many educational secretaries over the United States working on job classification, merit or civil service systems, or standards within the local or state groups, we present Mr. Fisher and his discussion of the plan for non-certificated school personnel.

Since 1942 **GERTRUDE JOHNSON** of Muskegon Heights, Michigan, has been active in the Michigan Association of School Secretaries,—board member, treasurer, and recording secretary,—these have taken time and interest. She has attended five national conventions and workshops and is a life member of the national association.

During the eight-to-five week day she is secretary to the superintendent at Muskegon Heights. But as you read her article about a delightful and memorable five months in Europe, you will learn more about her than she tells us about herself for this page: she dreamed of

travel and she did something about making that dream come true.

This is Gertrude's first time to write for our magazine. She vividly tells of her trip, sharing with us the thrills of her new experiences.

Mrs. **RUTH S. GROTEFEND** of St. Paul, Minnesota, makes her second appearance in the magazine as she wrote in October 1951 of her trip to Berkeley. Last summer to celebrate her 25th anniversary at Marshall High School where she is a senior clerk, and also to celebrate her 25th wedding anniversary, Ruth and her husband,—the "we" in "We Flew to See",—went to Europe.

Ruth is a charter member of the Minnesota Chapter of the National Association and has been on the executive board most of the time. She attended the institute at the University of Minnesota last summer as well as the one in Berkeley.

Although both Ruth and Gertrude visited some of the same places, the descriptions are different, impressions of people and places varied. We believe you will thrill with them over each day's events, and that you will start reading travel folders immediately.

A very important staff member of the magazine whose name never appears on a staff list is **PAULINE JOAN ROSS**, secretary-treasurer, Champlin-Shealy Company, official printers of **NATIONAL EDUCATIONAL SECRETARY**. It is she who advises on copy, plans page makeup, suggests color combinations, and corrects proof.

Educational secretaries will remember her colorful word-picture of Hawaii in February 1952.

When she planned a trip to Mexico this February, your editors asked her to visit with the idea in the back of her head that she would write for us again. She is rapidly becoming an ambassador of good will. She planes to other lands and sings the praises of her

native city wherever she visits. Tall blue-eyed Pauline makes friends wherever she goes; she is interested in people and in places.

A mutual interest in lapidary directed her search for uncut stones and unmounted silver so that our assistant editor will have her evenings taken care of for the next five years.

Another hobby of gardening takes her interest and time. She has a small greenhouse in her back yard garden and her flowers and cacti are the envy of neighbors. Suzy, her little cocker spaniel, is a constant companion at home. The educational secretaries join Suzy in being glad that she took a trip and had fun,—Suzy, because she is home again, and the secretaries, because she shares her trip through the pages of this magazine.

Her birthday this year fell on Friday, the thirteenth. She thought she would defy traditional superstition, and bought a lottery ticket in Mexico City. The jinx won out. Her ticket was not a winner. But at least she participated in the national sport and her lost money went for a good cause.

Miss Ross, besides being an executive with the Champlin-Shealy Company, one of Chicago's top printing firms, interests herself in numerous other laudable activities. She is a member of the Chicago Association of Commerce and Industry; member of Graphic Arts Association of Illinois, Inc.; member of Lithuanian Chamber of Commerce; member of the American Red Cross "Gallon Club," having fulfilled the perquisite of membership to that worthy organization by donating a gallon or more of blood, and she has been a Red Cross Nurse's Aid.

Where next year, Miss Ross?

We are tardy in extending birthday greetings, nevertheless they are as sincere as if we had done it on Friday, February 13.



# CALIFORNIA'S MERIT SYSTEM LAW FOR NON-CERTIFICATED PERSONNEL

By  
ROBERT FISHER

Personnel Director and Secretary  
Personnel Commission Los Angeles City Schools

California's merit system law for non-certificated school employees grew out of the "spoils system." One of California's major school systems was the chief offender. In 1933 a new board of education majority was elected and immediately set about dismissing nearly 700 individuals, many with long years of outstanding service with the district. Dismissals occurred without any charges having been filed or substantiated. While the dismissals were taking place for one group, another group favored by the new majority was being hired to take their places. Succeeding elections brought in a new board majority and with them came a movement to provide through state legislative action optional provisions for a merit, or civil service, system for school districts of over 850 average daily attendance. This is a typical history of how merit system laws come into being. In this instance it resulted in the nation's first civil service law for school districts. Drafted by experts like John Steven, the law is to this day one of the best of the merit system laws in state and local governments.

In speaking of a merit, or civil service system we generally are referring to certain basic principles of personnel management. These may be summarized in five or six points:

- (1) Employment and promotion on the basis of competitive examination. The term "open competition" is frequently used when we are referring to city-, state- or nation-wide competition for entering-level positions or for top-level positions. Promotional ex-

aminations are used when the competition is restricted to employees already in the service of the government agency who, by virtue of their experience in their current positions, are especially well-qualified for promotion to more responsible and better paying positions.

- (2) A career service. By this we mean that employees will be encouraged to enter the service at the beginning levels and seek promotion through normal career channels to the highest and best paid positions. In particular, a career service means that opportunities for promotions to the top jobs will be open to employees based upon their ability demonstrated in competitive tests rather than on whim or political fancy. Modern school systems, like other forms of modern government, are complex structures requiring the application of the best principles of the science of public administration. Efficient operation requires a mastery of the complexities of the organization and such knowledge is acquired only after years of experience. Unless hope of promotion based upon demonstrated merit is offered, the best of the young labor force will not seek employment in the public service but will go elsewhere where more immediate rewards are available. For the taxpayer, the net results of neglect of the career service is inefficient and often corrupt government.
- (3) "Like pay for like work." All employees performing similar service are similarly compensated. In other words, employees performing clerical duties of the same level of difficulty are similarly classified, or given the same titles, meet the same competitive standards for



appointment and are compensated similarly for the work performed.

- (4) Community rates of pay. Insofar as practicable, and under similar conditions of employment, civil servants should be paid salaries equivalent to those in private industry. In general, it is held that public employes should receive salary rates which will assure them like pay for like work in the community. Salaries paid public servants should not place an unnecessary burden, upon the tax rolls nor exert pressure either upward or downward upon the wages in the community.
- (5) Impartial hearings of appeals from disciplinary actions. Disciplinary actions, such as suspension, demotion, or dismissal, must be for causes specifically enumerated in published rules and regulations. A disciplined employe has a right to appeal such action to an impartial personnel commission with the knowledge that the Commission is an independent hearing body which represents neither management nor labor.
- (6) Prohibition against discrimination. Employment and all internal personnel relationships must be free from discrimination for marital, political, racial or religious reasons.

To accomplish the foregoing basic merit system provisions, the merit system sections of the Education Code of the State of California were adopted. After a number of years of experience with this law, Board of Education members were asked to comment upon it. Their responses have been summarized in the following ten points:

We have every reason to feel eminently well satisfied with the effects of the establishment of the personnel procedure provided by law. From the standpoint of the Board of Education it has:

- (1) provided an orderly procedure for the selection of new employes on the basis of merit only, (2) protected satisfactory employes from interference in the discharge of their duties by organized pressure groups who prey upon public employes for their own selfish

- ends, (3) protected the members of the Board from pressure groups whose major interest is the securing of jobs for their henchmen, (4) discouraged possible Board candidates from competing for office on the basis of jobs they might be able to give out to loyal supporters without regard to merit, (5) it has practically stopped all political activities on the part of Board employes in School Board elections, (6) has encouraged Board candidates whose interest is in real educational problems rather than selfish objectives (under a spoils set up these people could not compete against spoils candidates), (7) provided for establishment of salary schedules based upon relative responsibilities of each position, (8) provided for a promotional plan for employes which has brought in better qualified people in lower classes of positions, (9) improved morale of employes by indicating to them that the only means of securing promotion is on the basis of merit, (10) last but not least, it has improved both the quality and quantity of work performed by our classified personnel.

California law provides that the merit system may be adopted for the non-certificated school employe by one of two methods: (1) the governing board may by the majority vote of its membership adopt the law, or (2) the merit system may be installed by the majority vote of the electors of the school district. Once established, the merit system may be terminated only by the majority vote of the electorate.

A number of the larger school districts in the state have adopted the merit system procedures. San Francisco schools have not adopted the State Education Code form of the merit system because their employes are already covered by the civil service system of the City of San Francisco.

Arguments against the adoption of the merit system for non-certificated personnel usually run as follows:

(1) "Civil service employees can never be fired. Once they have secured their positions they have life tenure." A glance at the record fully refutes this argument. Employee turnover for all causes in Los Angeles and elsewhere in school districts having the merit system is about at the same rate as it was in the years prior to the adoption of the law, (with the exception of the years when political activity led to wholesale dismissals and hirings). The difference now is that employees are dismissed or disciplined for cause and are given a copy of the charges against them. In one of the relatively few appeals which have been made to the Personnel Commission, the Commission has found the actions justified and has sustained the board and the administration in over 98% of the cases.

(2) "Such a procedure as provided in our Education Code is too expensive for small districts." In fact this is not the case. Since the major portion of any school district's budget is expended for salaries, a program which selects the most competent employees and retains them on the basis of merit and efficiency is worth the investment of at least a small portion of the district's budget. The technical assistance which may or may not be required for the drafting of classification plans, conducting of specialized examinations and the preparing of rules and regulations, may be secured, where the district is not large enough to employ a permanent civil service staff, at a nominal fee from the Civil Service Assembly, the Public Administration Service, state or local cooperative civil service programs or from a number of reputable consultant firms. In small districts, the administration of the plan has been successfully carried out in a number of instances by personnel who have other duties in addition to those required by the law. Frequently the business manager or an administrative assistant to the superintendent also serves as the

personnel director for the Commission.

(3) "Examinations do not always select the best qualified personnel." Board members in Los Angeles have responded that some system of formal selection procedure is better than none at all. Examination procedures have improved and "a look at our eligibility lists will show that the individuals who are most qualified have invariably reached the top of those lists for appointment. Civil service has meant that the Board of Education has obtained better employees and \* \* \* there is no pressure on the board members or staff for appointments."

(4) "Civil service isn't necessary in our district. We have a board of education made up of pretty fine individuals." A Board Member in Los Angeles has replied, "This is undoubtedly true in most areas. But after all, human nature is pretty much the same no matter where you go. And at some particular time a group may be elected to the board who will make promises of jobs in return for votes."

It should be made perfectly clear that the merit system law does not infringe upon or usurp the authority of the board of education and the superintendent to establish positions and assign duties. The classification plan which the law provides shall be established by the Commission is based upon duties specifically authorized by the superintendent and the board.

California's merit system law for school districts was not primarily designed as, nor has it functioned as, a police action. Rather it has provided a practical and effective means of progressive personnel management. It has provided a statutory basis for rules "necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness."

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J. LLOYD TRUMP  
Professor of Education  
University of Illinois

Why do we have school administrators? Why do we have secretaries? Why do some administrators behave like secretaries and why do some secretaries behave like administrators? Are there fundamental differences? Who should do what? The foregoing are a few of the questions which are raised in this presentation. Some of the questions are answered; at least, some ideas are presented for your consideration.

## Why We Have School Administrators

The positions of school principal and school superintendent in this country are only a little more than a century old. Before that time teachers taught and boards of education administered the schools. Education, of course, was a comparatively simple undertaking. It was not much of a problem for a farmer, blacksmith, storekeeper, or other member of a school committee or the selectmen of the town to hire a teacher, find her a place to live, keep the meager building in repair, purchase the very limited school supplies, visit the school to see if the teacher was doing a good job in the very narrow definition of what constituted desirable teaching, and once in a while administer punishment to students who could not be controlled by the teacher. However, when schools grew in size and there was more than one teacher in a school, it became quite natural for one of the teachers to be called the principal-teacher and ultimately principal.

These early principals were given relatively few tasks to perform. Mainly, their tasks were clerical and police in nature; they were expected to keep the records and discipline the bad boys. Since educational science was relatively undeveloped, little was expected of these

early principals from the standpoint of supervision and educational leadership.

When there came to be several schools in a school district, it was natural that some individual be placed in charge, or to superintend, all of the schools in the district. This problem of size also made it more difficult for the board of education members to look after the schools. There were too many things to be bought, too many records to be kept, and too many other details to be supervised. Thus the position of superintendent of schools was created. However, as in the case of the principal, the superintendent's duties were primarily clerical.

Not until the latter part of the nineteenth century and the early twentieth when the science of education was emerging did boards of education begin to recognize principals and superintendents as true educational leaders. In those days, however, administrators were relatively authoritarian in their control over the teachers and the students not only because of the temperament of the times, but also because the teachers were relatively poorly trained. A similar attitude was maintained in relation to the few secretaries that were provided.

Today our concept of school administration has changed completely. The basic task of the school administrator is to develop the kind of organization and permissive atmosphere that will enable all of the constituent groups of the school to participate effectively in the development and evaluation of policies. The administrator sees to it that these groups are provided with the necessary facts so that decisions may be made in the light of the best education science that is known at the present time. The

administrator also bears responsibility for the execution of these policies and for reporting on the effectiveness of the policies developed.

### Why We Have Educational Secretaries

The management of a modern school building or system is a complex operation. The administrator is charged with responsibility for many things including selection of staff, supervision of staff, improvement of the curriculum, management of extraclass activities, development of guidance service, provision of a large number of auxiliary services, building and maintenance of the physical plant, and working with the public which supports the schools. These duties exist whether the school is large or small or whether there is one school or many schools in the school system. To perform these functions requires head work, leg work, paper work, and machine work.

The first educational secretaries were expected to do little more thinking than the machines they operated. The administrator was the boss and he made all the decisions. The duty of the secretary was to collect the figures, keep the books, operate the machines, answer the telephone, meet callers, but not exercise the higher mental processes that might be involved in making decisions.

Today, of course, much more is expected of the educational secretary. The description provided in the article, "Why is a School Secretary?" by Florence I. Otis in the February 1953 issue of *National Educational Secretary* presents a picture of a competent, well-trained executive. Persons of this calibre are seen in the school offices all over this country. Their functions go far beyond what are typically clerical operations. These secretaries are well informed regarding the complexities of the management of schools. They know the science of school administration and are able effectively to participate in the management of the educational enterprise. The question is, do they have a chance to exercise these skills?

### The Role of the Modern Educational Secretary

The secretarial staff in the modern school or school system is capable of performing a large majority of the tasks of school administration. An examination of textbooks in school administration (for example, *Duties of School Principals* by Paul B. Jacobson, William

C. Reavis, and James D. Logsdon or *Local Public School Administration* by Benjamin Floyd Pittenger) reveals the types of activities typically performed by principals and superintendents of schools. The fact that many of these can be done effectively by clerks is obvious. The experienced secretary possessing considerable training is able not only to perform the clerical tasks, but also make many decisions of an administrative nature. Knowing the policies of the school system, the secretary is able to perform executive functions within the scope of these policies. As the secretary performs these duties, the administrator is freed to perform the leadership tasks for which he is particularly competent and responsible.

### Two "Musts" for the Administrator in Relation to the Secretary

The educational secretary will not be able to perform in the manner described in the preceding section unless two things occur. First, the secretary must be well trained for the duties to be performed. Second, the secretary must be given a clear understanding of and an opportunity to perform the tasks assigned.

Starting with the assumption that the educational secretary is a competent, intelligent person, the first task of the administrator is to make sure that the secretary is familiar with the policies and procedures of the school. She must, in other words, know what is going on at all times. She must understand the reasons why policies are in effect. She must know the purposes that motivate various aspects of the educational program. Her knowledge of the school system must be as nearly complete as possible. Otherwise, she cannot interpret policies and make decisions that are within the framework of assigned responsibilities.

The second necessity is that the secretary understands precisely what the specifications of her job are and what decisions are within the realm of her responsibilities. If she is to be effective, she must be free to go ahead many times without consulting the school administrator and with confidence that the decisions she makes will not be frequently altered.

### Mr. Administrator, You HAVE a Secretary

Mr. Administrator, yours is the high calling of improving the services of education to the youths and adults of your school or your school system. If

democracy as a way of life is to be preserved, then the democratic process must be taught to each generation and continuously practiced in the schools of this land. Democracy cannot be learned from a textbook studied in an authoritarian atmosphere. It is primarily the responsibility of school administrators to see that democracy actually functions in this most significant institution of American society, the free public schools. This is not an easy task. Many hours and much energy are required in making sure that at all levels all persons participate. Students, teachers, parents, other lay persons in the community, custodians, clerks, all the people who have some relationship or other to the school, have their parts to play. This process is not an automatic one. It comes only as a result of careful planning and continuous effort on the part of the educational leader in the community. If that leadership is dissipated in doing tasks which others, including

educational secretaries, can perform the schools will suffer and democracy will suffer.

The future success of school administration and of improved opportunities for learners will depend in no small degree on the extent to which educational secretaries are upgraded in their positions. They must be trained and then given the opportunity to perform tasks so that the administrators of the schools will be able to play the roles they are destined to play in the management of this important enterprise. Most workers are able to do more when their competence is recognized. Motivation comes from a feeling of importance. Success comes from a belief of accomplishment. These matters should be the concern of the administrator as he trains and utilizes the secretarial staff.

Mr. Administrator, you have a secretary. Are you receiving intelligent assistance?

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## OPERATION FILING

By Martha S. Luck

Chairman, Central Committee  
Filing Manual

The line forms on the right in Denver for autographed copies of *File It Right*, NANCY NATIONAL'S filing manual for educational secretaries. OPERATION FILING is moving along on schedule and the publication will be released at the annual convention this summer. It has been an interesting, absorbing, and challenging experience for the committee responsible for the project. Materials and suggestions were received from over 300 persons, in 141 towns, representing 37 states, the District of Columbia, and Hawaii. The coordination and condensation of that material has been done most capably by the following members of the central committee:

Mary Maree Coyle, Lansing, Michigan  
Edith Davies, Sioux Falls, South Dakota

Eleanor Egner, Battle Creek, Michigan  
Eva Gigliotti, Pittsburgh, Pennsylvania

Edith A. Hickey, Elizabeth, New Jersey

Maxine Mason, Chicago, Illinois  
Rachel Maynard, Tucson, Arizona  
Virginia Riley, Mount Vernon, Illinois  
Esther M. Sogge, Oak Park, Illinois  
Frances Stephan, Pittsburgh, Pennsylvania

NANCY'S publication will not be an exhaustive treatise on filing—for it necessarily has definite physical limitations. General books and articles on the subject of filing are available and answer for any secretary questions on the mechanical details of filing. The introduction to *File It Right* does attempt, however, to tie in some of the basic elements of good filing techniques with the specialized needs of educational offices.

The committee has accomplished the primary purpose of the project—the setting up of a recommended subject classification for educational offices. This subject classification is general enough to be adjusted and adapted by different size systems and offices and yet specific enough to give the standardization needed in educational filing. The study of the file headings currently in use in 300 educational offices revealed a basic core of similar subjects—and an educational subject classification was born.

Even though the printing of *File It Right* is an accomplishment, and a forward step in the professional activities of the association, it is but a first step. Programs at national, state, and local association meetings might well include instruction in the application of the subject classification and the use of the manual. Such instruction will be a part of the work in the classes in "Records Management" to be taught at the Denver and Boston Institutes this summer. Supplementary and more detailed manuals, for specific state or local groups, might well be planned, with *File It Right* as a basis or point of departure.

This publication could never have become a reality without the cooperation and help of many people. It is this willingness of the educational secretary to do the one-more-job, the extra task, that will make it possible for us as individuals and as an Association to meet the professional challenge of our times and become members of the all-star team of education.

Space limitations will not permit the printing of the names of all contributors in the manual itself, but the central committee would not feel that it had effectively completed its job if we could not recognize publicly and acknowledge our indebtedness to that larger group. We appreciate the editors of our magazine giving us this opportunity to name those contributors and say, "Thanks, Nancys."

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## ---MY HOBBY: TRAVEL

By GERTRUDE JOHNSON

Muskegon Heights, Michigan



The picture postcards, snapshots, and descriptive material from the travel folders are pasted in the scrapbooks and I've been back at the school secretary's desk for several months. This should be a safe time to tell about the highlights of my 1952 vacation in Europe without waxing even more enthusiastic than the authors of the travel folders.

Your Editor's idea was that I should write something about the countries I visited that would be of interest to the educational secretary from a professional point of view. I'm afraid the only purpose that may be served from my report is a bit of inspiration for the secretary's vacation period! Since the beginning of our secretarial workshops in various parts of the country, I have considered travel my hobby along with the other readers of the National Educational Secretary. While our meetings from coast to coast give us much inspiration for our jobs, at the same time

we are bitten by the travel bug. Early in 1952 I was bitten, but hard! The bite was followed by a form of insomnia for which there was no cure other than a definite decision to tour a few European countries. The affliction returned at intervals until such expansive plans were laid as to require a vacation of five months in Europe.

Now to begin at the beginning, I left my home in Muskegon Heights, Michigan, on the first day of May. I was looking forward with great excitement to the realization of the miracle of flying from New York to Oslo, Norway, in twenty-four hours. After boarding the plane I remarked to companions traveling to France, Luxemburg, and Germany, "Just think, tomorrow at this time we will all be speaking another language!" Most of the passengers were foreigners returning to the homeland for visits with families. However, we had many hours for conversation before any of us reached our destinations. Four hours away from New York, in Newfoundland, we deplaned for the usual half hour refreshment period. Soon we were informed that due to motor trouble we would have to remain overnight in Gander, Newfoundland, at the hospitality of the airlines. We were housed in barracks. The weather was cold, the skies were gray, and I felt that I had never seen such a thoroughly bleak and barren country. Imagine, too, the disappointment of the sixty passengers whose people were waiting to welcome them the next day. However, the disappointment was soon overcome by a feeling of thankfulness that the motor trouble had developed and had been detected before the long hop over the Atlantic. The one night in the barracks was followed by a second, and it was early morning of the third day that we were on our way again. Due to the delay, my reservations by plane from Brussels to Oslo were forfeited. I spent one night in Brussels, and the next twenty-four hours in Amsterdam. In Amsterdam I had the new experience of being stranded in a foreign country without knowing a word of the language.

My carefully book-learned Norse did not help me there. I reached Oslo the evening of the fourth day. So much for air travel.

My plans were to spend three months in Norway, visiting relatives and traveling. Having many relatives gave me the opportunity of getting a close view of home life both in the city and in the farming communities. In the city I enjoyed seeing American movies which foreigners seem to choose in preference to their own brand. Radio programs were enjoyed in most of the homes, but on a limited schedule. Advertising is banned, which has its pleasant feature. However, while an American may become homesick for apple pie, hot dogs, hamburgers, banana splits and chocolate malteds, he might very well be a bit homesick for some of the radio commercials. Perhaps the biggest problem among city dwellers is the housing situation. Controls are rigid. Apartment tenants must buy an interest in the property in the form of a down payment and monthly installments. After a period of years the apartment belongs to him and he may either sub-let or sell. Those who receive permission to build, must build to accommodate one extra family. The house must be ready for occupancy by both families before the owner may live there.

The people have the idea that the working tempo in America is too fast. They are proud of the fact that everyone has at least three weeks vacation in summer and some have an additional vacation in winter. My "eight to five" office day sounded a bit rugged to them.

Life on the farms seemed to be quite pleasant even in the busy summer season. The long days lessen the need for haste. The farmers, sensibly enough, take time for a midday nap since their work must continue long into the evening. Tractors are becoming common even on the small farms. Perhaps this improvement was hastened because the Norwegians forfeited their horses during the occupation and the cost of replacements was prohibitive. Help shortage worries the farmer in Norway, as it does all over Europe and in America. Very few farmers own automobiles, but taxis are numerous and the rates are reasonable. Of course, for most occasions, the bicycle serves for transportation, rain or shine. In southern Norway some of the farms are quite large, but the valleys become more and more narrow to the north. I asked a few questions about some of the smaller farmers and learned that their livelihood was a meager one.

Now to leave the hospitality of home-life, I want to mention some of the

beautiful scenery in Norway. Perhaps the highlight of the whole tour was the cruise to the Land of the Midnight Sun from Bergen, on the West coast of Norway, to Kirkenes, a little fishing village at the Russian border. This coastal steamer trip took twelve days, a distance of twelve hundred miles each way. The tourists on this cruise came from many different countries. All were awed by the scenic grandeur of water and rocks, and charmed with the beauty of the tiny fishing villages nestled at the foot of the mountains along the coast. Each day we docked at several villages for an hour or two which gave us ample time to trudge about on the streets and shop. Some of the villages had only sand streets due to the fact that some of them had to be almost completely rebuilt after the occupation. The buildings are bright and new, but there is still work to be done. The arrival of the steamer seemed to be an event for the villagers, for a crowd would be gathered on the dock no matter what time of the day or night. Speaking of the night, remember there are twenty-four hours of sunshine in Northern Norway during the summer months. This, of course, is of top interest to the tourist, but it was also interesting to see the Lapps and their reindeer, the ancient churches in some of the villages dating back several hundreds of years, and the sight of the fish drying on racks giving the village the appearance of being literally overhung with fish. The fish looked far from appetizing and smelled like something unfit for human consumption. The Norwegians were ready for the influx of summer tourists. Souvenir shops flourished much like resort areas here at home. The stocks included many hand-knit articles of clothing. During the months of almost total darkness there is much time for the womenfolk to prepare for the summer tourist trade. No doubt this extra income is welcome to these villagers who are almost wholly dependent upon fishing for their living.

At this point I realize my space is limited, but I am not finished with Norway. You must pardon my keen interest in this country which I now feel sure must be one of the most beautiful in the world! Being of Norwegian parentage, my earliest recollections of family life include listening to the tales of the Norwegian-Americans who spent Sunday afternoons swapping yarns about the "old country". I was reminded many times of these people who left their homeland so many years ago to make their homes in "fabulous" America as I wandered through the out-door museums. These museums are made up of collections of homes with the original fur-

ishings—farm houses, including the various barns—workshops of the old craftsmen—grocer's shop—and buildings from the dairy farms in the mountain regions. Ancient churches with the attached parsonages were represented in each group. The furnishings and household gadgets depicted something of the community life as far back as the Thirteenth Century. Some of the ancient churches preserved in different sections of Norway are believed to be about nine hundred years old. In our day of individuality and constant change, it was strange to note that furniture and its arrangement in the rooms followed much the same pattern in all homes.

So much for sightseeing in Norway. After a few more weeks of quiet country life, I became a tourist-in-fact. Leaving Oslo early in August, I flew to London to meet a group of Americans who had just arrived to begin a two months tour of ten European countries. Their wardrobes looked mighty fresh to my eye, for by this time, literally speaking, I was a bit down at the heels after three months of hiking over hill and dale in Norway. However, by the second week of travel via bus, train, and on foot, and with a cloudburst thrown in now and then, we all took on the same style of shabby footgear and a generally unpressed appearance. Off we started from our hotel in London, following in the footsteps of American tourists down through the ages, at the same swift pace, driven by some inner urge to see just about everything ever advertised in the travel folders. A recent TV program was very amusing to me:—a party of tourists was being driven hither and yon by two uniformed guards constantly chasing the group and cracking a whip. I did not think the picture very much overdrawn when I thought back of the weariness at the close of each day of touring and sightseeing. The tourist who signs up for a conducted tour need not plan on a life of ease. I often heard one tourist say to another, "Well, what time do we go on duty tomorrow?" No matter how much time is allowed, there is always more than one can get time to see.

A week in London was easily filled with tours within the city, to Windsor

and Hampton Court, and to the Shakespeare country. Scotland has her old castles, of course, but best of all the beautiful scenery of the Scottish Highlands. The purple heather added much color to the scenery. In Sweden we visited only in Stockholm. This city impressed us as very modern and some of the features of Stockholm's new city hall will live on in the minds of tourists. Copenhagen, in Denmark, is also modern, but of most interest are the famous old castles. Tourists are impressed with the dikes and windmills in Holland. In Amsterdam there are sixty canals and four hundred bridges. After London, our first view of great war damage was in Western Germany. However, the countryside was beautiful, especially viewed from the steamer as we traveled down the Rhine from Koblenz to Wiesbaden. We all have quite a definite picture of Switzerland in our minds from childhood. Perhaps this made it seem all the more exciting to me. I was very much impressed with the steep railroads which carried us to such great heights up into the deep snow. After a week in Switzerland we proceeded to Italy where visits to castles, cathedrals, museums, and art galleries were the daily program, starting at Stresa, then Milan, Venice, Florence, Rome, Naples, Pompeii, Capri, and then to Rapallo for a day of rest. Our stay in Nice, France, included a trip to Monte Carlo and Cannes. The scenery all along the Italian and French Riviera was impressive. Paris was our last stop. We toured to Versailles, Malmison and Fontainebleau and returned to Paris each evening. We had a few days at our own disposal for shopping, and of course the "must" on the tourist's program, taking the elevator to the top of the Eiffel Tower.

When questioned regarding the countries which impressed me the most and to which I have a desire to return, I think of Scotland, Switzerland and Norway. Perhaps this is because I love the out-of-doors. This is not a fair judgment, I know, for the artistic treasures in the other countries are so prevalent that one must sacrifice the sight of the countrysides in order to see even a few of these treasures.





# MEXICO

by

PAULINE JOAN ROSS

Secretary-Treasurer

CHAMPLIN-SHEALY COMPANY • 100 NORTH LA SALLE STREET • CHICAGO 2, ILLINOIS

In Mexico City, capitol of Mexico, ALL visitors are celebrities.

The modern American custom in metropolitan cities of presenting the "key of the city," to important visiting personages finds no place in the Mexico City greeting. Instead, you alight from your train or plane, and are extended the warm welcome of a people in whom sentiment is as much a part of their nature as their dancing eyes, and you sense at once that YOU are welcome. YOU are an important person,—a CELEBRITY.

Figuratively in the lush green periphery of Mexico City, there grows in abundant and multicolored vegetation, readable in all languages, the cheering word—WELCOME. You are given that impression as your plane begins its descent from the skies, or your train pulls into its terminal. You retain it from the minute you set foot upon the sacred terra firma of that metropolis founded by Hernando Cortes in 1521, until you reluctantly bid farewell to its inspiring invironment.

You ARE a celebrity visiting its foundries, factories and mills, its parks, plazas and lakes, its churches, shrines and chapels, its homes where contented people live and appreciate their country and worship in a deep religious way, their God.

Your vacation ended, you come back home, and through the day frequently recall numerous thrills. You dream at night of the songs you heard and the gaiety that was yours for having spent a tiny portion of your life away from work-a-day worry in a land of gratifying and rejuvenating leisure.

On St. Blaze day (February 2) I deplaned at Mexico City and marvelled at its ultra modern skyscrapers and smart residential areas. Situated as it is almost half way between the Atlantic

and Pacific oceans, I felt the gentle sea breezes coming from either according to the caprices of the winds. Its altitude of 7000 feet is conducive to a fairly even delightful temperature. From my first day I knew I would love this ancient city.

I toured Mexico City, kneeling in worship in its stately cathedral, visiting the Museum of Archeological Masterpieces brought from Mexico's ancient cities, observing the gorgeous display of flowers, breathing deeply of their enchanting fragrance, and browsed about in numerous other interesting areas.

As I stood outside the cathedral and marvelled at its magnitude and stature, I was reminded that the present day Cathedral of Mexico City is on a site formerly occupied by a pyramid built by the Aztec Indians. This pyramid was demolished by the Spanish conquerors.

Twenty-six bells in the two towers ring out the Angelus three times a day. The largest bell which weighs 14 tons is called "Santa Maria de Guadalupe." The interior of the Cathedral is made of stone. It is 335 feet long, 165 feet wide and 203 feet high. The gates of the chapels are of balsam and cedar wood.

An interesting story is related concerning the Altar of Pardon, one of many altars in the Cathedral. They say "Simon Pereyne, an artist and also a blasphemer, was asked to paint a religious picture as a punishment for having been disrespectful. The artist, of course, ignored the ecclesiastical authorities, was trialed and put in jail. One morning when the jailer was bringing some food to the cell, he noticed a picture of the Virgin with the Child in her lap, already painted on the door of the cell. This was considered to indicate that the artist had repented,

and he was pardoned. From that time to this day people have called the picture "The Virgin of Pardon."

Many other altars have a legend attached to them. Each is built of finest material and in extreme architectural beauty.

Spiritual inspiration in the Cathedral is comforting for the soul, but there must be balance in everyone's life to make it complete, and one of balancing facets is the national game—the equivalent in Mexico to the American baseball game. It is the bull fight. It is interesting to witness this sport, and it was a thrilling experience to me to be presented with an autographed booklet entitled, "Seeing A Bullfight" by its author Domingo Silva,—one of my favorite souvenirs from Mexico. In it he explains the "Dramatis Personae",—the "Toreador," the "Banderilleros," the "Picadors," and the "Monosabios." It is extremely revealing. I learned to appreciate the art of bullfighting.

Another treasured souvenir to give me solace and inspiration at my choosing, is a pair of long-play phonograph records autographed and presented to me by the noted composer, Agustin Lara, known as the "Musical Poet."

It was a delightful evening I spent at the Capri, listening to this maestro and his brilliant orchestra. I need but place his records on my phonograph and hear him again and again. It will bring me back in spirit to that wonderful night at the Capri.

Entrancing scenes for visual pleasure, spiritual inspiration for soul solace, thrilling hours watching rugged sports, soothing music for frayed nerves go far toward realizing an enjoyable vacation, but there is the need too, to dine well, so that appetites might be satisfied to round out a perfect one.

And dining in Mexico is gratification par excellence to the most fastidious gourmet. Ah, such delightful, zestful and exciting meals! And surprise of surprises, a Mexican dinner offered me an experience the like of which I had never had. It was the finding of a small pearl in a large bluepoint at the One-Two-Three Club in Mexico City. Imagine my surprise! Never had hopes so long entertained been realized until that wonderful evening at the One-Two-Three Club. The pearl too, is one of my treasured souvenirs. I intend to have it set in a pin so others may enjoy its beauty.

It's difficult to evaluate the numerous wonderful sights at every turn, but one that seems to come to memory oftentimes

is my visit to the "Shrine of Guadalupe," and the mysterious pyramids of Teotihuacan, said to rival those of Egypt, tremendous monuments built centuries ago by the mysterious races of Mexico's pre-historic era. The "Pyramid of the Sun," enthalls an observer. It measures 760 by 722 feet and rises to a height of 216 feet. The "Pyramid of the Moon" and other structures of Mexico's earlier civilization is entrancing.

A motor drive over a modern highway takes visitors over the Las Cruces range, through Spanish-colonial and Indian towns into the broad valley dominated by the snow-capped volcano of Toluca. Along the drive can be seen a vast panorama spreading over bleak mountains and wild valleys.

A motor trip also takes visitors to the rocky Janitzio Island on Lake Patzcuaro where descendants of the once powerful Tarascan idols and traces of pagan sanctuaries may still be found.

San Jose Purua, Mexico City and the Floating Gardens of Xochimilco, Cuernavaca and Taxco, Lake Tequesquitengo and Acapulco present all their wonderful attractions, and you get a glimpse into the long, long ago in this wonderful country, and marvel at the antiquity blending with modernity as you linger at each interesting stop.

Acapulco held particular charms for me. I lived at its wonderful and beautiful Club de Pesca from February 11 to February 26, and enjoyed the hospitality of the hostelry, the beautiful scenes surrounding it, and its wonderful golf course. Here I played golf at Club de Golf and enjoyed its challenging course.

A folder handed to visitors says, "Acapulco is a retreat whose like does not exist." That is no exaggeration. I found it so in every sense. The folder continues, "Only an hour by airplane from Mexico City, yet a world away from the world of rush and routine. Here relaxation is a fact, not a hope, and the eye dwells on beauty wherever it turns."

"Romance is rampant in Acapulco. As rich in legendary as in present appeal, it fulfills every satisfaction of the senses. Rife opportunities for sport, from sailing and swimming to hunting and hiking, it equally provides sanctuary for those who would loiter for a lovely interlude."

Any wonder I stopped there nearly two weeks?

No matter where you are, there lingers in the heart and mind the hope that some day you will strike it rich. Like folks



here purchase tickets on the annual Irish Sweepstakes, so too, is there a similar chance opportunity in what is known there as the "Loteria Nacional." And I purchased a lottery ticket. I had hoped to have good luck inasmuch as it was my birthday (February 13). It was a Friday, you will recall, but I threw caution to the winds, and the old superstition out the window. Here, surely, I could overcome obstacles and free myself from superstition, so, I bought a ticket. It was NOT my day. My ticket lottery brought me naught.

In Taxco I stopped at the Hotel de la Borda. Here we were made to feel we were very important persons, indeed, celebrities. A band of mariachias came to the hotel and played their guitars and sang for us while we were having a party. Such music! Such musicians! Such singers! Oh, Mexico, you have them! In the City of Taxco they boast of a perfect climate the year round. There is no humidity due to its altitude of 5700 feet. Here I purchased silver articles, and have them to recall the pleasant time I spent in this wonderful city.

Mexican furniture and its evolution through 400 years is on display, and reveals much in its change of architecture. Mexico is no England, no France, no Scandinavia, with centuries of tradition marking her interior designs, but for that very reason she is free to explore widely and fully the nature of furniture which might best suit her present needs. In a word, this freedom

from tradition, results in unique design and utilitarian purpose.

In Cuernavaca, art is the thing. Here visitors stop to admire Cuernavaca's historic colonial structures, sip a cup of coffee in one of its quaint sidewalk cafes, and partake of the traditional hospitality of its inhabitants. In Gabriel Rojas art shop, the handiwork of this talented artist is on display, and a new world of color and art is unfolded before your eyes. His art pieces adorn the homes of the rich and the exclusive. They are wonderful to behold, and one marvels at the ability of the artist to blend color and produce breathtaking hand painted fabrics. You wish for all the world that his handicraft might adorn each room in your home, so exquisite it is.

In the plane homeward after so thrilling a vacation, filled with wonderful sights, recalling extreme hospitality of its peoples, learning much of the old world and the new, absorbing the history of the country, noticing its advancement to modernity, while retaining evidences of its past, one feels so at peace with the world, so thankful to be a part of it, so happy to realize that there are so many beautiful places in it, you prostrate yourself in retrospect before any of the altars in any of its beautiful ecclesiastical edifices and say, "Thank God! This is a wonderful world. Keep it in peace and preserve all its wonderment."

Mexico, its Spanish influence. Its history. Its beauty. Seeing and sensing all that it holds made for me a wonderful vacation.

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## WE FLEW TO SEE

By RUTH S. GROTEFEND

St. Paul, Minnesota



"We will fly at 17,500 feet at approximately 287 miles an hour. Our first stop will be Gander, Newfoundland. Please fasten your seat belts and observe the no smoking signal." It was 8:15 p.m. on May 3rd last year, and we were leaving the International Airport at New York bound for Europe.

This was the climax of only about two months of planning as we had decided rather suddenly that we could take this trip. We had thought of such an event as most people probably do—a dream for the future—but a combination of circumstances made it seem as though we should not put it off. So, almost before we could realize it, we were on our way. We don't quarrel with the old adage that anticipation is half the pleasure but there is something to be said for doing things in a hurry. Once having made our decision, things seemed to fall into place and it was surprisingly easy. We did have a few anxious moments over getting our passports

and visas in six weeks but, with the efficient help and advice of the airlines, it was possible. We picked up information here and there and we even had some English, German, and French money which we obtained from a firm mentioned in Fielding's "Guide to Europe", a book which we highly recommend for travelers on their first trip to Europe, especially, if they, like ourselves, are going on their own and not with a guided tour. That, too, we recommend as we found that we got more out of our trip by making all arrangements, finding places, and taking care of details ourselves. We liked being able to come and go as we wished and not being bound by a schedule.

Air travel wasn't new to us but air travel over the ocean was, and we were much interested when the captain called our attention to a booklet in the pocket of every seat entitled "How to Ditch Without a Hitch". It was amusingly written and illustrated with little stick figures but we learned exactly what to do in case of an emergency landing at sea. At the same time it was presented so casually that everyone felt at ease. We thoroughly enjoyed getting acquainted with the other passengers and the crew, eating the wonderfully prepared meals, reading, and (alho it almost seemed a waste of time) sleeping.

As we flew north and east inland and then finally out over the water, we could hardly believe that we'd be in London in seventeen hours, and we remembered that we had read recently that exactly 100 years ago, in 1852, a British liner had sailed from Liverpool, England, and had docked at New York City seventeen days later. That was a "record" trip! Perhaps flying over the ocean is becoming so commonplace that it is almost routine, but we were, and still are, thrilled to be able to do it.

At Gander, the first of what was to be a long series of places—new to us—fascinating names that would be very real to us from now on, we had our first association with "international atmosphere." It was past midnight when we came down, but the airport was humming with activity. We tried to take everything in at once, the ships of all

makes coming and going from all ports in the world, the many languages, and the people! We were eventually to get used to hearing the ships' arrivals and departures called out in several languages over the loud speakers, and to see people, some in their native costume, rise casually to go out to their planes and take off into what seemed to us like infinity, but it never ceased to thrill us, and it certainly brought home to us the compactness of the world today—"No man is an Island, intire of it selfe; every man is a peece of the Continent \* \* \*."

Next came Shannon, Ireland, and we were happy when we saw that the country was as green and beautiful as song and poetry tell. At the airport, four attendants stood at attention in front of the hangars as our plane wheeled to a stop. A pretty Irish girl came aboard and said "Welcome to Ireland" in such a way that we were sorry that ours was just a refueling stop. We loved her clipped speech, her statement that no dogs were allowed ashore (there were none on board), and her telling us that we must "follow" her through health service and present our health certificates even though we were to be in Ireland for only about an hour and a half. It was just some of the regulation red tape necessary to get into or out of a country. Here, as in every place we went, we found the officials to be courteous and friendly. Travelling by plane, there are comparatively few passengers so there are no long waits or delays at any time.

London, Frankfurt, Lucerne, and Paris—and in between the smaller places—we had just a month but we filled it so full that even now we wonder how we managed to do so much. Upon arriving in a city or town, we took sight seeing trips to get our bearings and then we set out on our own to spend longer times at places that particularly interested us and to hunt out places we had read or heard about. We loved it all—Buckingham Palace, the changing of the guard, No. 10 Downing Street, Parliament, St. Paul's Westminster Abbey, Notre Dame, The Arc de Triumphe, Eiffel Tower, Napoleon's Tomb, the Louvre, Versailles, the Rhine River with its fabulous scenery, the breath-taking beauty of Lake Lucerne, and much, much more. We wished we knew more of European history and resolved to spend the following winter in reading and studying to refresh our knowledge. We felt the spell of the oldness and

quaintness and felt the charm of the little country towns and villages.

We must have used about every means of transportation, an education in itself—the bright red double decker buses and the Underground in London, the Metro in Paris, the ultramodern trains in Germany and Switzerland, the world famous or infamous little taxis in Paris, the transcontinental bus which had a glass dome top, a radio, a soft drink bar, and a stewardess, the little box-like trains with their "class" accommodations, and we even rode on ferry boats. But, best of all, we liked to walk when we could, seeing things as we went along and absorbing what we could of the atmosphere or flavor of the place where we happened to be.

Daily now, as we hear or read of places where we were, we enjoy having been there all over again. What means the most to us, perhaps, is the feeling of awareness of places and people—the fact that we were there. Then, too, there is our collection of unforgettable mental pictures. There was the sunrise over the clouds as we flew into the morning, a truly magnificent sight of softness below that was an ocean of clouds, of nothingness overhead, and nothing around us except the glow of the rising sun. There was the shrill whistle of the little commuters' trains in Victoria Station each morning as we drank hot tea, and ate buns, and watched the girl who always sang as she tended her tea cart. There were the small boys in their school caps and knee breeches and their inevitable brief cases. There was the boom of Big Ben in London and the hourly crowing of the big mechanical rooster that flapped his wings over the clock on the city hall in Marburg in Germany. There were the haunting melodies of the folk songs sung to us by two German boys and their sister on one never-to-be-forgotten evening, and the more lively songs of a group of Swiss soldiers in a restaurant in Lucerne. There was the feeling of the awfulness of war and what it does to people as we looked at the gaping holes and the destruction caused by bombs. There was the policeman, with one hand missing, who always stopped traffic so we could cross the street in front of our hotel. There was the man who came to pray at the Tomb of the Unknown Soldier. There was the guard at the Tower of London who would have been glad to talk to us for hours about the crown jewels and what they mean to the English people. There was the little German maid, with the sweet

smile and the lovely soft voice, who served our breakfast each morning and always asked us how we wanted our "ei." There was the English doctor who invited us into his home when we were caught in a sudden shower. There were the little girls making their first communion in Sacre-Coeur. There was the spine chilling roar of the rioters in the Place de la Republique and the gendarmes who seemed afraid of being seen talking to us Americans during the communist-inspired riot on that fearful May evening.

All these things and a great many more add up to memories that will last a life-time. It was our first experience at being away from our own land. We returned to New York from Paris by way of Shannon and Moncton, Canada. We confess that we felt that thrill that we understand most people feel at returning to their own country, and we were very conscious of the great differences in our ways and those of the peoples of Europe, but it was wonderful—we want to go again.

Excerpts from Professional Standards panel:

Kay Mitchell mentioned steps already taken toward professional recognition such as the Code of Ethics for educational secretaries, the summer workshops, and the work of the standards committee in drawing up a skeleton group of standards for certification which would give a pattern that could be adapted to state or local requirements.

Mr. Hubert Wheeler feels that professional standards would be desirable . . . since the present "hit or miss" way of getting secretaries often results in hiring people unsuited to work . . . Certain stated requirements from an educational and personal standpoint and a clear definition of the position would restrict the field to people who are interested and suited . . .

Dr. John R. Fischer emphasized that any profession should have a socially desirable objective. Standards for a profession are not established primarily for the good of the members of the profession but for the protection and good of the public, the people who are served . . . The minimum standards that are required must never become our maximum of achievement and accomplishment . . .

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The panel felt that standards and certification for educational secretaries are necessary and desirable and should not be too hard to attain . . . but it may take a number of years before reaching the goal.

—Report on Proceeding Regional Meeting National Association School Secretaries Atlantic City, February 13, 14, 1953.



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## THE BOSTON INSTITUTE

Plans for the Boston Institute to be held from August 3 through 7 are now completed. This Institute will be held at Boston University, College of Practical Arts and Letters, and is sponsored by Boston University Summer Session, the National, Massachusetts and Newton Associations of Educational Secretaries.

The program is varied and interesting and includes the following courses:

**WORLD AFFAIRS**—A series of four lectures on current world affairs designed to present a bird's eye view of our world today.

**BRUSH-UP IN SHORTHAND AND TYPING**—A review of the fundamentals and shortcuts.

**OFFICE PROCEDURES AND MANAGEMENT**—A consideration on advanced level of the procedures involved in office organization.

**PERSONAL FINANCES**—An overall study of the problems involved in handling personal financial matters.

**BROADENING LITERARY HORIZONS**—An analysis of the methods of selecting good books, magazines, plays, etc.

**BRUSH-UP IN FILING FUNDAMENTALS**—An opportunity to review the fundamentals of filing and application to the educational office.

**PROFESSIONAL LEADERSHIP**—An opportunity to discuss under the direction of a leader in the National Association of School Secretaries the problems of and opportunities for leadership in the field.

**SUPERVISION AND IN-SERVICE TRAINING**—A consideration of the problems involved in developing in-service training programs, and in the proper supervision of an educational office staff.

**BRUSH-UP IN SECRETARIAL ACCOUNTING**—An opportunity to review the fundamentals of secretarial accounting.

**PSYCHOLOGICAL FORCES IN EDUCATION**—A study of some of the aspects of child, adolescent, and adult psychology.

**SOCIAL FORCES IN THE COMMUNITY**—Consideration of the socio-cultural factors influencing individual and group behavior.

**YOUR PERSONALITY**—An ever-useful, always-interesting reconsideration of personality, and methods of self analysis.

**TESTS, MEASUREMENTS, AND STATISTICS IN EDUCATION**—A study of testing, measurement, and statistics of interest to the educational office worker.

**BRUSH-UP IN TRANSCRIPTION**—A review of the problems and techniques associated with transcription both from shorthand and from transcribing machines.

**TECHNIQUES OF GOOD SPEAKING**—Consideration of the problems involved in proper oral expression.

**FUNDAMENTALS OF LETTER AND REPORT WRITING**—Study of the methods of developing skills in the writing of business letters reports, and the minutes of meetings.

**EFFICIENCY EXCHANGE**—Discussion groups will be organized on the basis of interest in elementary, secondary, or post-secondary education.

In addition to the courses offered a social program has been planned for each afternoon and evening. This includes a picnic; a shore dinner and theatre at one of the summer playhouses; and a banquet.

Tuition will be \$17.50, and rooms may be obtained in one of the Boston University dormitories for approximately \$10.00 per week, or a fraction thereof. There are many fine restaurants in the vicinity of the dormitory, and those who prefer to stay at a hotel will find rooms at reasonable rates convenient to the college.

Brochures of the Institute are being mailed to all secretaries on the mailing list of the National Association, and further information may be obtained from

—*Phoebe A. Bell,*  
Newton Technical-Vocational High School,  
Newtonville, Mass.



## YOUR GOLDEN OPPORTUNITY -DENVER

This is the summer to enjoy Colorado! For the third time, the National Association of School Secretaries will convene in Denver at the foot of the majestic Rockies. This year the Convention will be followed by an Institute for Educational Secretaries at the University of Denver.

Organized in 1934, the National Association of School Secretaries adopted its constitution and elected officers at the first national meeting in Denver in 1935. Only five or six delegates outside the Denver area attended this convention. The organization convened again in the mile-high city in 1942 with sixty delegates in attendance. The Colorado and Denver secretaries have been anxiously awaiting another meeting in Denver and at this nineteenth convention a real western homecoming is assured the members of the National Association of School Secretaries. In the intervening years since the last Colorado convention, educational secretaries have become cognizant of their professional advancement, and attendance at national meetings is an indication of their interest in furthering the aims of the Association.

Come in time for the Open House to be held on Friday evening, July 24, in the new Student Union on the University of Denver campus. Along with necessary business meetings, the Advisory Council will meet, the opening session will feature an outstanding speaker, Chief Justice Mortimer Stone of the Colorado Supreme Court, and a panel discussion will be conducted on Hobbies. Dean Gordon Johnston of Denver University's College of Law will speak at the annual convention banquet on Saturday evening. The convention activities will close with a seven hour vista-dome bus trip through some of the west's most magnificent scenery and a steak fry at sunset on a mountaintop.

Realizing that continual and systematic study are necessary for growth,

the national organization has sponsored workshops or institutes for educational secretaries during the last several years. Guided by experienced national leaders, the Colorado and Denver school secretaries have worked since last August with the College of Business Administration of the University of Denver in planning an Institute program worthy of college credit and the participation of professional secretaries.

Of course you are interested in better public relations, speech improvement, accounting, and writing fundamentals. But how about help on your school or association newsletter, the latest time-savers, proper diet, the outline for the short story you have always intended to write, balancing that personal budget, getting along better with others? These ideas and many more may be acquired from the Denver Institute.

Along with the week's program of intensive study, there will be an opportunity to exchange problems and ideas with other educational personnel and to enjoy the beautiful Denver area and the fun of the mountains. During the Institute week you may attend a symphony concert at the famous Red Rocks theater in the mountains, a barbecue and stage play at Elitch Gardens, and a fellowship dinner at the Lakewood Country Club.

Nearly everyone has hoped to visit Colorado at some time. Plan this year to enjoy the grandeur of the Rockies during your vacation with time off to meet with the educational secretaries for a week of professional growth.

**THIS is your golden opportunity!**

Regina Olander, Convention Chairman,  
Denver Public Schools, Denver.

Martha Rahe, Institute Co-chairman,  
University of Denver, Denver.

Information from Office of the Dean,  
College of Business Administration, University of Denver, 1445 Cleveland Place, Denver, Colorado.



## .....PUBLCITY

Ella Mae Flippen  
State Department of Education  
Jefferson City, Missouri

Once more I "take my pen in hand" in the interest of more and better publicity for our National Association of School Secretaries, its activities, aims, ideals and goals. Most of us will agree that we are not interested in publicity *per se*, but *we are interested in promoting the program of NASS*, because we sincerely believe that the end result will be, among other things, better qualified secretaries doing a better job and happier in their work. Perhaps this is the perspective, the approach, we should keep in mind for all of our activities.

When the objectives of NASS have been wisely and thoroughly "sold" in the right places, our work will progress to fruition just as in the past other educational steps have been promoted. Needless to say, we should constantly be on the alert to avoid any semblance of negative advertising that might accrue to ourselves, our national or local organizations. Placing the emphasis on a constructive program would seem to be a good safeguard against any possible charges of undue "publicity seeking" or attempts at self-aggrandizement. It seems that this might be a point we who are concerned with publicity should keep in mind at all times.

Do we of the NASS, the state and local organizations have a program worth selling? If you have the slightest doubt about this, why not check our constitution and by-laws on this point,

reread some of the inspirational articles in the NATIONAL EDUCATIONAL SECRETARY and the reports of some of our local, state and national workshops. Perhaps we need to resell ourselves periodically, if we are to do a good job selling others.

Who are others to whom we should sell our program? First there are our fellow secretaries. Perhaps here is our biggest job. This may not be as ridiculous as it sounds. We need only to cite our actual membership of 2,122 as against a potential of 25,000. Again, how many of our members are active, are really *carrying the torch* for professional recognition or any of the other things we are seeking to promote?

First, therefore, let us take stock of ourselves and our thinking and activities. Then let us be sure our message is brought home *time and again* to our fellow secretaries. Let's talk it up! Our program should be evident in all of our publications, local as well as otherwise. Then we should see to it that these news stories and publications reach all non-members as well as members.

State-wise we should determine our publicity media such as departmental publications, state teachers association magazines, administrators bulletins, newspapers, etc. and then see that each is supplied with "good copy" from time to time. Publicity with a message will be welcome.





## ..... LISTENING IN

**BETTYE R. WELLS**  
In-Service Training Section,  
Board of Education  
450 North Grand Avenue  
Los Angeles 12, California

During the two years that I have served as your Listening In editor, it has been a real pleasure to read the many bulletins, newsletters and other publications telling of your activities. Although they have not been included in this column, even the personals have been read carefully so that I feel friends have been made across the country.

It is very gratifying to Nancy to see the amount of space in both state and local publications that has been devoted to the activities of the National Association. We know that your support has helped keep up the National membership, and we know, too, that Nancy has helped strengthen your state or local program.

Your continued cooperation is urged for next year's Listening In editor—this column is only what YOU make it!

### ARKANSAS

The Valentine edition of the *Arkansas Educational Secretary* carried the following greeting from Mr. J. W. Ramsey, Superintendent of Schools in Fort Smith:

"Over the years the School Secretary has gradually evolved from a relatively minor position in public schools to one of prime importance. It will always be true that good teachers are the key to good schools, but they cannot do their best work without the devoted and efficient help of secretaries.

"For many years we have provided our schools with secretaries, and we feel that the excellent quality of work accomplished has been due in no small part to their faithful performance.

"Good schools require the cooperative endeavor of many persons working in their respective spheres, and without

competent secretaries, they cannot produce the best results."

Catherine Yates of Little Rock is this year's president of the Arkansas State Association and guardian of "Ann of Ark."

### CALIFORNIA

Sacramento was the location of the mid-winter meeting of the California Association of Educational Secretaries. A report of the meeting states that the lounge used for coffee-breaks was "beautifully decorated with Japanese tulips, magnolia leaves, and camellias from gardens of members of the committee in charge." Imagine! this in February!

A full program included business meetings, section meetings, lectures, a banquet and a breakfast. Topics discussed were concerned with office efficiency, correct English and grammar usage, and public relations. Particularly enjoyed was again meeting with Dr. Edgar L. Morphet of the University of California at Berkeley, who has kept in close touch with the organization since the Berkeley Institute. Dr. Morphet offered the services of the University in helping prepare a state secretarial handbook, a news publication, and developing extension courses or workshops.

Mr. William Burkhard, Superintendent of Sacramento Schools, installed the following officers: President, Elizabeth McKeown, Los Angeles; Vice Presidents, Annette Uehling, San Diego; Betty Jane Powell, Sacramento; and Sibyl Jamieson, Eureka; Recording Secretary, Eileen Taylor, Los Angeles; Corresponding Secretary, Doris Smith, Tulare; Treasurer, Evelyn Shipley, Bell; and Area Representatives, Phyllis Petersen, Lafayette;

Philippa Rhodes, Bakersfield; and Helen Fenner, Paramount.

The annual meeting will be held in San Diego in conjunction with a five-day Institute; planned in cooperation with the Extension Division of the University of California, the Institute will be held the week of August 24.

#### Los Angeles County

The Los Angeles County School Secretaries Association installed the following officers at a luncheon meeting in January: President, Leila Robinson of Downey; Vice-President, Lola Wilson, Culver City; Recording Secretary, Frances Lingenfelter, Redondo Beach; Corresponding Secretary, Bernice Crock, Hermosa Beach; and Treasurer, Mildred Carr, Santa Monica.

This active association, which covers an area of over 4,000 square miles, has monthly meetings in different parts of the County, publishes the *Newsette*, and holds an annual one-day joint Secretaries and Teachers Institute in cooperation with the office of the County Superintendent of Schools. Programs for this year have included a speaker from the FBI, lectures on voice, grooming, and clothing, and a demonstration of business machines. Sunday, May 3, has been set as the date for the annual breakfast to which administrators are invited; it will be held in Pasadena's famous Huntington Hotel.

#### Richmond

From the *California School Employee* the information comes that the Richmond Clerical Chapter of the CSEA is interested in job classification. A job analysis form was set up on which each employee was to list individual duties performed in each office.

A program of demonstrations and speakers to show new methods and equipment for offices was carried out through the year, under the direction of President Mona Hosking.

#### Pasadena

Members of the Pasadena Association of School Secretaries, led by LaVerne Willis, president, and Charlotte Hamm, committee chairman, are glowing in the results of their efforts to lend a helping hand to a needy family. The family "adopted" included the mother, father, and seven children; the mother recovering from a serious operation, the children stricken with polio, and the father collapsing from pneumonia while the children were in the hospital. A total of \$175 in cash was collected in addition to many, many articles of useful cloth-

ing. As a result of the generosity and cooperation of many people, the family not only had a wonderful holiday season but was well supplied with needed items and some "frills," too; the landlady even had a new furnace installed! The complete report is indeed heart-warming to read.

#### CONNECTICUT

Under the direction of president Barbara Jeffers, a questionnaire has been sent to all members of the Connecticut Association of Educational Secretaries. From the replies will be developed future plans for the group's activities, including the continuance of pension study. It is believed that one way in which the organization can be strengthened and more nearly meet the desires of the members is to plan spring meetings in areas throughout the state so that it will be convenient for more members to attend and participate in the planning and activities as well as increasing fellowship by becoming better acquainted. It is also hoped that the smaller meetings will encourage the organization of local associations in the larger communities.

#### ILLINOIS

The annual spring conference of the Illinois Association of Educational Secretaries was held at the University of Illinois April 17 and 18 under the able chairmanship of Mrs. Betty Pickard. The Friday evening banquet speaker, Dr. Eugene Youngert, Superintendent of the Oak Park and River Forest High School, asked the secretaries, "How much responsibility can you take?" He stressed the fact that secretaries represent the superintendent and the school and that the superintendent is responsible for their acts.

Following the dinner meeting, members divided into small groups of about twenty secretaries each to discuss special problems in which they had indicated interests.

At the business meeting Saturday morning, Mrs. Marie Beatty was elected president, Mrs. Catherine Couturier, corresponding secretary, and Mrs. Lois Wilson, treasurer. Hold-over officers are Miss Esther Sogge, recording secretary, and Mrs. June Quint, vice president. The retiring president, Miss Ruth Fincke, was given a vote of thanks for her work in the association during the past two years. Mrs. Martha Luck gave a progress report on the national filing

proect. A fine business machines show gave all secretaries present the opportunity to see (and wish for) the newest developments in office machines.

Quincy Howe, CBS T-V news commentator, talked at the Saturday noon luncheon concerning implications of Stalin's death on the probabilities of world peace.

Other activities of the association in the past year include the approval of a 30-hour certificate program for educational secretaries at the University of Illinois, a panel discussion by members of IAES at the annual meeting of the Illinois School Board Association, joint meetings with divisions of the Illinois Education Association and several regional secretaries' meetings.

The fall conference is planned for October 23 and 24 on the Chicago campus of Northwestern University. Secretaries from nearby states are invited to attend.

#### INDIANA

The Indiana Association of School Secretaries held its annual meeting last fall in Indianapolis, with out-going president Travis Ewing in charge. Guest speaker Dr. John W. Ashton, Vice-President of Indiana University, had as his topic; "What Are You Doing?" He remarked that our jobs are a question of vision—are we interested only in perfecting the mechanical skills of the position, or are we interested in being a part of the most significant educational movement in the history of the world? He emphasized the importance of maintaining a strong faith in yourself as a person and making an effort to keep alive by interest in nature, conversation, books, and looking on other people as an important part of the world.

Other sessions of the annual meeting included an informal dinner, business meeting, discussion groups, and a luncheon at which "bosses" were guests. Officers for 1952-53 are President, Ann Roth of Batesville; Vice-President, Pauline Hollis of Frankfort, Secretary-Treasurer, Mary Ellen Dettweiler of Elkhart.

The Legislative Committee is having a busy season, since the State Legislature is in session and the Committee hopes to advance its cause. Through their diligent efforts, licensed "teacher-clerks" are now possible for the executive secretary in school offices. However, the license does not carry the hoped-for benefits, and efforts are being made to improve the conditions.

Regional meetings are to be held during the Spring, with arrangements being made by the Executive Committee; a two-day work shop at Indiana University is scheduled for April 13 and 14.

#### MARYLAND

##### Baltimore

The Christmas issue of the Superintendent's Newsletter includes a report of a professional development meeting of the Baltimore Public Schools Secretaries Association. Dr. John H. Fischer, Deputy Superintendent, spoke on "Standards for Secretaries." He gave both practical suggestions and inspiration in discussing responsibilities and satisfactions to be found in the work of the educational secretary.

The Baltimore Association is studying the possibility of publishing an organization paper, under the direction of Theresa M. Culotta, publicity chairman.

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## MASSACHUSETTS

Welcome to Betty Bay State! From many clever names suggested for Nancy's Massachusetts cousin, "Betty Bay State" was selected; she was introduced at the winter meeting of the Association, held in Boston in January.

Alberta F. Donahue, president of the Massachusetts Association of School Secretaries, is serving a second year on the Committee of Administration of the Massachusetts Federation of Teachers; this year's study concerns pressures that bear upon the classroom teacher as a result of the lack of adequate clerical help.

The State Association and the Newton School Secretaries Association are co-operating with the National Association in the planning of an Institute scheduled for Boston University in August.

Pauline A. Alexander of East Douglas and Lorraine Bisson of Uxbridge, are serving as Co-Chairman of District Two this year; Ruth Neilson and Martha Annis are the 1953-54 Co-Chairmen of District Four.

## MICHIGAN

Lucretia Nichols of Flint is this year's President of the Michigan Association of School Secretaries. Her Board includes Eleanor Egner, Battle Creek, Vice-President; Lorraine Parker, Grand Blanc, Corresponding Secretary; Florence McCallum, Ferndale, Recording Secretary; and Gertrude Johnson, Muskegon Heights, Treasurer. Editor of the interesting and attractive Newsletter is Bessie Miller of Flint.

The Annual Conference of the State Association was held at Kellogg Center, Michigan State College, on April 24 to 26—just too late for a report of the meeting to be included in this issue.

### Grand Rapids

Current officers for the Grand Rapids Association are: President, Kathleen Kessel; Vice President, Lottie Moran; Secretary, Mary Fellmer; Treasurer, Jackie Reed.

The second annual Clerical and Secretarial In-Service Workshop of the Grand Rapids Association, held last fall, was attended by eighty-two members from both school and administrative offices. Theme of the workshop, "Building a Bridge—Not a Wall," was designed to give opportunity for the girls in the school offices to become better ac-

quainted with the personnel and function of the administrative offices.

The morning meeting was a panel discussion, with President Kathleen Kessel presiding and Dr. Jay L. Pylman, Director of Personnel and Assistant to the Superintendent acting as moderator. Key girls from the administrative offices gave talks concerning their particular offices or departments and introduced their co-workers; a question period followed the panel discussion.

Luncheon speaker was Dr. Harold Sponberg of the Placement Bureau of Michigan State College, whose topic was "Building a Bridge—Not a Wall." Community singing and other musical numbers completed the luncheon program.

In charge of workshop arrangements were Florence Huntley, Chairman, assisted by Lois Havinga, Florence Harris, Marge Carroll and Martha Schrotenboer.

## MINNESOTA

The Executive Committee of the Minnesota Chapter, NASS, has held monthly meetings this year to discuss activities of the group. The Committee includes the following officers: President, Grace C. Stephenson; Vice-President, Lillie Harrison; Recording Secretary, Edith Smith; Corresponding Secretary, Norma Groth; and Treasurer, Kathryn Basinger. At the March 7 meeting, plans were discussed for the Spring Conference to be held on May 2, and for the Fall Workshop scheduled for October 16 and 17. The state-wide fall workshop will be held at the Continuation Center of the University of Minnesota and will be keyed to local State needs and interests.

MINNESOTA CHAPTER is being issued this year by a series of editors; the February issue by Blanche Dvorak and Rosalie Kollarich of St. Paul; the May edition by Norma Page and Evelyn Johnson of Minneapolis; and the August publication will be handled by Lydia Caldwell and Helen Stoeckmann of Concordia College in St. Paul.

Other activities of "Lana Lakes" during this year have included a salary survey with questionnaires being sent to superintendents of educational systems, the revision of the State constitution, and the holding of the first regional meetings within the state. The February meeting in Graceville, arranged by Marilyn Larsen of Elbow Lake, was attended by non-member secretaries from eleven towns; one of

the results of the meeting was a suggestion that the Minnesota Chapter compile a list of educational books that could be used for self-improvement of secretaries in the state; it is commendable that the group was thinking of how to learn and improve their service to the schools, not what they could get.

### MISSOURI

The annual Work Conference of the Missouri State Association of School Secretaries was held on April 24 and 25 at Jefferson City; plans are already under way for the 1953 State Convention to be held in St. Louis in November. General chairman for the convention is Helen Lischer; she will be assisted by Irene Steinman. A late issue of *THE MISSOURI SCHOOL SECRETARY* contains an article about the report of the Citizens Commission for the Study of Education which, among other items, recommends a new system for financing education in the state. Secretaries who are responsible for financial accounting have received the suggestion that they become familiar with the Commission's finance plan since, if adopted, it will be necessary to apply new techniques and new accounting forms.

### Kansas City

Directed by Rachel Bougher, president, the Kansas City Association has had an active year with monthly meetings. Social events have included a picnic supper, a money-raising card party, and a Christmas dinner. During December, members contributed to the Shoe Fund for children who were without suitable shoes for school wear.

### Jefferson City

The Jefferson City Association served as hostesses for the April Work Conference of the State Association. Officers in charge of activities this year are President, Mary Jo Tyler; Vice-President, Nellie Smart; Recording Secretary, Marjorie Fischer; Corresponding Secretary, Dorothy Walther; and Treasurer, Betty Flessa. An outstanding success was the Hallowe'en costume party to which bosses and their wives, and husbands of members were invited.

### St. Louis

A meeting of the St. Louis County Association of School Secretaries was held on Monday, March 23, at Kirkwood. Following a smorgasbord in the junior high school cafeteria, a brief business meeting was held in the superintendent's office. Plans were discussed for an an-

nual picnic and it was decided to have it at Norwood Hills Country Club on June 20. Announcement of the workshop to be held in Jefferson City on April 24-25 was made and everyone urged to attend.

The guest speaker was Miss Alice Thyberg from Sweden who is presently teaching kindergarden at one of the Ritenour Schools in Overland, St. Louis County. Miss Thyberg first gave a general description of her native country, then described the Swedish educational program, her experiences as a student and as a teacher, her trip to the United States, and her future plans. This talk was extremely informative and entertaining and was received very enthusiastically as evidenced by the interesting questions addressed to Miss Thyberg following her talk.

### NEW YORK

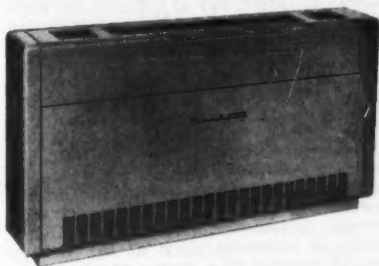
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Meeting on February 23, 1953, at the Hotel Newburgh in Newburgh, a Constitution and By-Laws were adopted. Greetings were extended by Amy Bull Crist, District Superintendent of Montgomery, and the group was addressed by Emma Castner, President of the National Association. Serving on the important pre-organization committees of Constitution, Election, and Membership were Kathleen M. Wilson, Ethel Schwalm, Ruth M. Tongue, Alice T. Lofblad, Sadye W. Katz, Alice Hoffman, Edith Dreeland, Eleanor C. Delaney, Alice A. Couser, and Charlotte Meyerson.

According to the Constitution, the annual meeting will be held in Syracuse in October. By that time it is expected that the membership will have soared from the eighteen charter members who made possible the new organization.

### OREGON

**Tribal Topics** is the name of the attractive publication of the Oregon Association of Educational Secretaries; editor is Lorna Edwards. The first issue of the publication carries a notice of the first annual convention of the State Association, held on March 13, 14, 15 at Eugene.

Speaker at the opening session of the convention was Miss Jessie Smith, Assistant Professor of Business Administration, University of Oregon; her topic was "Meeting the Challenge of Professional Standards Through Training." The luncheon address, "Looking Professional" was given by Mrs. Lillian Van Loan of Corvallis. A forum discussion, "Professional Standards for Educational Secretaries" took place in the afternoon with three secretaries, a superintendent, and two principals participating. Completing the full day's program, secretaries and their administrator-guests heard Dr. William C. Jones, Dean of Administration at the University of Oregon as a dinner-speaker.

Hostesses for the convention were members of the Eugene Association of Educational Secretaries, under the leadership of President Kay Bell. Tribal Chief in charge of Cousin Olallie's activities is Charlotte Parr, who also is Recording Secretary for the National Association.

The following poem, written by Grace Mackie, of Portland, introduced Cousin Olallie at last summer's convention:

Olallie your cousin fair,  
Indian maid with raven hair.  
Dressed in doeskin white as milk,  
Shining like the finest silk.

On her tom-tom proudly mounted  
Olallie remains undaunted.  
Symbol of the great Northwest  
Oregon away out west,  
Offers you sweet friendship's gift.  
May your love of her be swift.

### PENNSYLVANIA

Kitty Keystone reports on her attendance at the Mid Western District Convention, held at New Castle, and the luncheon meeting of the Western Convention District, sponsored by the Pittsburgh Association.

Fifty-two secretaries, some attending their first secretarial meeting, gathered at New Castle for a general meeting, followed by group discussions. It is expected that there will be additional local groups organized as a result of the interest developed here.

The luncheon meeting held at the Royal York Dining Room was attended by 170, with 28 from surrounding districts, including five from Fayette City, four from Baldwin Township, and three each from Charleroi, Coraopolis, Munhall, and Oakmont.

The annual meeting was held in Harrisburg on December 29, with results of the election of officers to be announced. (Sorry that the results did not reach your editor in time to be included here.)

#### Pittsburgh

In January, members of the Pittsburgh Association of Educational Secretaries entertained their administrators and principals at a dinner and program. Co-chairmen of the social committee, in charge of the evening, were Margaret C. Wertz and Ruth A. Fulton.

President Helen Jayne Hudson entertained the group in March with a canasta party in her home; proceeds from the party were added to the delegate fund. Also in March, Association members aided the Salvation Army by typing pledge cards and envelopes for the annual campaign.

The annual "Swarming" of the Beta Chapter (Pittsburgh) of the WASPS was held in April at the Ruskin Dining Room. The thirty girls present had a "buzzing" time.

### TEXAS

#### Fort Worth

The Fort Worth Association of School Secretaries, three years old, has had an active year with monthly meetings held in the public library. With fifty members, the year's program has included



a "bosses' banquet" with the District Representative of the State Board of Education as speaker; a discussion of the secretary's role in the promotion of school policies by the President of the Board of Education, and a talk on new trends in office techniques by a university faculty member. A Christmas party was held at the home of one of the members.

Under the leadership of the president, Susie Kastle, and aided by state president Fannie Billings and other officers, the Fort Worth Association has achieved status as a branch of the State Teachers' Association.

Tesa Texas sends the following glowing report:

"With unexcelled hospitality, Orange, in the very southeast corner of Texas, was host to the Texas Educational Secretaries Association on March 7 for our third annual convention. Greeted by the City's mayor and its school superintendent, Mr. C. O. Chandler, the secretaries began a day which will always be outstanding in our memories.

"Since we are in the midst of an intensive program for securing professional standards in our State, Dr. Frank Hubert, Director of the Division of Professional Standards of the Texas Education Agency, was invited to be the convention speaker. He outlined and discussed the purposes, uses, establishment, and administration of standards, giving special applications to the needs of educational secretaries.

"In the morning business session it was learned that 25 of the 65 registrants had come with all their expenses paid—23 by their school boards and two by local associations. One secretary with her husband and little son had driven from Vernon, 500 miles away. Presidents or representatives of eight locals in the State were recognized. Mimeographed reports from officers and committee chairmen, detailing the work of each, were included in the convention envelopes.

"At 11:30 the group went aboard the Texas Company's private yacht, "Ava", for one of the most enjoyable meetings any school group ever had. As we sailed on the Sabine River an excellent lunch was served, we sang all the songs, and watched the bridge rise to let us pass through. Mr. Chandler, Dr. Hubert, and jovial Mayor Caillavet accompanied us and made our day much more delightful by their presence. We also had our executive board meeting and a general business session on the boat.

"Returning to shore at five o'clock we were shown through Shangri La, thirty acres of garden abloom with azaleas, camellias, and other shrubs and flowers among the tall pine trees. Small animals and birds ran before us and above us as graceful swans swam the twenty-acre lake, all this taking us into a different world for the time we were there.

"The meeting closed with a dinner at the Holland Hotel where the Bengal Debs (Orange High School students) entertained us with music and singing. Favors were 'Tesa' dolls, 10-inch replicas of the real Tesa in her highly colored western costume.

"Louise Ealy of Longview, our newly-elected president, impressed us with her program for the year and we are looking forward to more growth and recognition for Tesa.

"San Antonio was chosen from among the three cities which invited us for the 1954 convention.

"Texas Christian University in Ft. Worth will hold a secretaries institute July 13-17, and we will meet as a sec-



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tion of the Texas State Teachers Association in Dallas at Thanksgiving. So with all this and Denver, too, it looks like a busy year for Tesa, but who would have it otherwise?"

Our thanks to Fannie Billings, outgoing president, for this most interesting account of Tesa's activities.

## VIRGINIA

Plans are under way for a workshop for school secretaries to be held in Richmond on October 30 and 31, during the last two days of the meeting of the Virginia Education Association. All educational secretaries in the state are urged to plan to attend the meeting. The executive committee in charge of plans is composed of representatives of the Virginia State Association and the Richmond Association, including the following: Lacy R. Seabright, Elizabeth G. Haney, Beulah Tucker Jones, Alyse L. Bates, Ruth L. Garnett, Mrs. Scott Keeton, Lillian Elliott, Marion B. Harris of Richmond, Edna K. Tilman of Goochland, and Lucile W. Garrison of Williamsburg.

## WASHINGTON

From Oregon comes word of rumors that Washington is interested in forming a state association. There are now active local groups in Seattle and Yakima. Charlotte Parr, NASS recording secretary, will be guest speaker at the May 9 meeting of the Seattle Association of School Secretaries. President of the group in Elberta MacGregor, formerly an active member of the Michigan Association.

## WISCONSIN

### Milwaukee

According to the *Newsletter* of the Milwaukee Association of School Secretaries, Wisconsin has now introduced "Badger Belle", and suggestions have been requested for a name for a Milwaukee "cousin" for Nancy National. We will look forward to meeting her in Denver.

The Milwaukee Association executive board has had a busy winter and spring. Among the projects worked on are the study of salaries, working conditions and policies affecting clerical services;

the cooperation with other employee groups in working out a program involving a request for tax mill increase for school operation, maintenance, and repair; and the planning for an Institute Day to be held on April 22. The Institute, held at the Allen-Bradley Company, included a luncheon as guests of the Company, a tour of the offices and medical center, the film, "Nature's Half Acre", and a talk by Chief Economist Ralph Ellis.

Additional activities of the Milwaukee group range from a meeting on how to make hats, a tour of a furniture store with a talk by an interior decorator, an exploration tour of Kettle Moraine under the direction of the Recreation Department, to membership in the Government Service Bowling League.

The executive board of the MASS includes Myrtle Lucht as President; Mary Martinetto, Vice-President; Hermine Fuchs, Secretary; and Dolores Janowski, Treasurer.

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From Florence I. Otis, author of "Why Is a Secretary" in the February issue of our magazine, comes a letter enclosing a letter from Miss Sumiko Tada, secretary to the president, Kobe College, Nishinomiya, Japan:

Dear Miss Otis:

I really enjoyed your article. Though I myself am far from the type of a secretary you indicate here (how glad I am of the fact that you hadn't known me!), it was very inspiring.

I read several others too; Mrs. Maynard's "What's New With You?" opened widely a window for new joy and hope in my life, while the piquant suggestions on "The Gentle Art of Cluttering Up a Desk" taught me a lot.

Thank you very much.

Signed:  
Sumiko Tada

In part Miss Otis writes:

"A few weeks ago, I handed to President Hatanaka your magazine with the comment that perhaps his very fine secretary—who runs true to the best type—might enjoy looking it over. Today she has given it back to me with the above note. I wonder: do you have enough capital to permit you to send her the magazine regularly?"

## PERSONALITIES



Meeting new people, getting to know them, and making them a part of yourself all contribute to the joys of living. Even a person to whom you are not at first attracted can, on better acquaintance, become an interesting and important member of your group. If you start out with the conviction that each person has personal dignity and worth, and, if you make a real effort to find these qualities, you will be developing your perception and growing in appreciation for your fellow man.

You need not feel alone in a crowd. Be friendly. Keep in mind that other persons are alone, too, and are just as anxious to get acquainted as you are. In large groups where you meet many persons at the same time, you have, of course, the opportunity to know only one or two of them even slightly. You can, however, observe and make mental note of others you would like to know. When you again are in the same group with these latter, you can seek them out and build on the former acquaintance.

As you get to talk with a new person, you will probably find some things, people, plays, books, sports, skills, or other interests you have in common. If you do not, for the moment, find any point mutually interesting, try to get the person to talk about things interesting to him. Remember, one of the arts of a good conversationalist is being a good listener. People usually like to talk about themselves and their inter-

ests. So, by being a good listener, you'll be giving the other person enjoyment, and, at the same time, you'll be having the pleasure of knowing more about your new acquaintance.

Attending an institute for educational secretaries presents opportunities to meet and know girls from all over the country. When you go to an institute, set yourself a daily goal of ten or fifteen new people to meet and learn something about. You'll be happily surprised at the pleasure you'll get from just a moderate amount of effort.

Camera fans will find many of their brethren busily at work on their hobby. Characteristic poses, of course, make them easy to discover. For weeks after any institute, prints will be flying from Oregon and California to Arkansas, Georgia and New Jersey, renewing the fun of the week's activities.

The hikers in the group seem always to find kindred spirits early in the institute week. Each day they disappear after the final session and return with tales of beauty spots and high adventure—and good food and song.

The inveterate shoppers of the group seem to be able to ferret out the most interesting shops and stores in each institute city. A display of the results of their shopping efforts makes fun and excitement for all.

Even though I have not yet found at an institute a fellow lapidary, yet I have been able to share the pleasure of picking up rocks with many good scouts who, surprisingly enough, have found some really choice stones. The fun of last summer's institute at Wayne has been relived by me on several occasions this year when I have received small boxes containing a blue agate from Oregon, a Petoskey stone from Michigan, a piece of smoky quartz from Colorado, and several Keweenaw agates from Iowa. As I cut these stones on the diamond saw and shaped and polished them on the lap wheel this winter, I felt warm glows of appreciation for the good gals who sent them to

Your columnist,

*Marie M. Beatty.*

### IF YOU STAND VERY STILL

If you stand very still in the heart of a  
wood,  
You will hear many wonderful  
things—  
The snap of a twig and the wind in the  
trees,  
And the whirl of invisible wings.  
If you stand very still in the turmoil of  
life,  
And you wait for the voice from  
within,  
You'll be led down the quiet ways of  
wisdom and peace  
In a mad world of chaos and din.  
If you stand very still, and you hold to  
your faith,  
You will get all the help that you ask;  
You will draw from the Silence the  
things that you need—  
Hope and Courage and Strength for  
your task.

Far and away the best prize that life  
offers is the chance to work hard at  
work worth doing.

—Theodore Roosevelt.

### INVITATION TO NORTH CAROLINA POSTPONED

The Institute for Educational Secretaries, scheduled to be held at the University of North Carolina this summer during the week of July 13, has been cancelled. Pauline Helms, the former president of the North Carolina Association of Educational Secretaries, reports that since their organization is still young enough to be having growing pains, and since this is a legislative year in North Carolina, they felt it wise to postpone the institute for a summer or so. We appreciate the fact that it takes a lot of work and planning to help sponsor an institute, and we will all be looking forward to the time when North Carolina can sponsor such a program.

### THAT REAL NICE LADY IN THE OFFICE

Carolyn Bynum

She's a friend to the kids at school  
And we try to keep each rule  
Things we've lost most always can be  
found

If we'll just take the time to go round  
To that real nice lady in the office.

If you've lost your money  
And you feel like dying  
She says, "Don't worry honey,  
There's no use crying."  
That real nice lady in the office.

If you fall on the ground  
And skin your knee  
And the nurse can't be found  
Then you hurry in to see  
That real nice lady in the office.

She has Merthiolate and bandages  
And medicines that hurt  
But first she says, "Wouldn't you like  
To go wash off the dirt?"  
That real nice lady in the office.

Then if you should get real sick  
And you need somebody quick  
She covers you up and goes to the phone  
And calls your mother to hurry from  
home  
That real nice lady in the office.

She's the principal's helper  
And she's so kind and true  
There's lots of things that we don't need  
But I don't know how we'd do without  
That real nice lady in the office.

This poem, submitted by the Highland Park Educational Secretaries' Association of Dallas, Texas, was written by a fourth grade pupil and inspired by Mrs. Lucile Roberds, secretary to the principal at the Robert S. Hyer Elementary School in Highland Park. It is published here "because of its heart-warming qualities and the nice compliment paid to Mrs. Roberds."

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